Pressure Seal Group

Operator's Manual

PS 600
Folder and Sealer

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1. Introduction

General

This folder/sealer produces finished mailable documents or "self-mailers" from cut-sheet Pressure Seal forms. In one smooth operation it folds and seals single sheets into self-mailers quickly and economically. Pressure activated cohesives provide an instantly secure seal on all sides of the form, whether you use a “C”, “V” or “Z” fold.

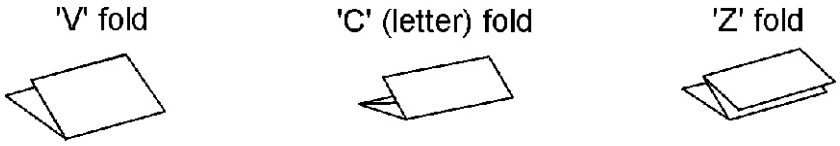


Figure 1: *Types of fold produced*

Features include:

- Simple to load and operate
- Easy to change the fold styles
- C, V, offset V and Z fold styles
- Minimal adjustment required when changing the weight of forms used
- Automatic stop when the in-feed tray is empty
- Exit forms electronic counter with reset
- Form flow error detection

This operator manual describes the set-up and operation of the machine and is written as a reference for an operator who is familiar with mailing operations and has received some basic training in operating this model.

Which side is which?

The terms "in-feed", "out-feed", "operator side" and “non-operator side” are used throughout this manual to identify the sides of the machine.

- The **in-feed** is the side into which the forms are loaded.
- The **out-feed** is the side out of which the finished mailers exit.
- The **operator side** of the machine contains the control panel and is the side facing you when the in-feed of the machine is on your left.
- The **non-operator side** contains the mains connection and on/off switch and is at the back of the machine as you stand facing the operator side.

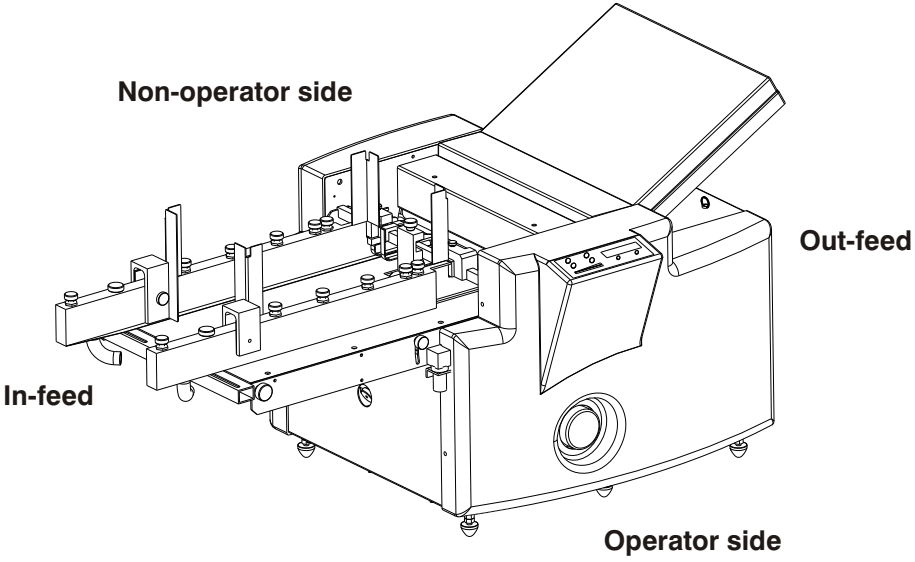


Figure 2: *The sides of the machine*

How to use this manual

Here is a summary of what is contained in this manual and where:

- **Features** (page 7) - describes the major components you use to set up and operate the machine. New operators should read this section to gain a basic understanding of how the machine works. Experienced operators should read this section when they have a specific question about the function of a particular feature.
- **Set-up** (page 13) - outlines the tasks required to set up the machine. Provides easy step procedures for removing the folding plates and setting up the folder. New operators should read each procedure as they perform the task. Experienced operators should refer to relevant parts of the procedure to find answers to specific questions.
- **Operation** (page 25) - provides easy step-by-step procedures for loading and starting the machine.
- **Operation errors** (page 31) - lists common operating problems and possible causes and solutions.
- **Cleaning** (page 39) - provides details of the cleaning required to keep the machine in the best possible condition.
- **Specifications** (page 41) - provides the technical details of the folder/sealer.
- **Form loading guide** (page 43) - explains how to load forms based on the form design, type of fold, condition of forms (if they are curled or not - see Appendix B on page), and how the folded/sealed forms should be orientated when they reach the conveyor.

Safety precautions

Although the design of your folder/sealer includes safeguards for set-up and operation, you must adhere to the following precautions.

No one should use the machine unless they have been trained to do so. Pressure Seal Systems Ltd accept no responsibility for unauthorized use.

Operating environment

- Dress safely. Loose clothing, long hair and jewellery can become tangled in moving parts.
- Keep your work area and the machine clean and clear of dust or debris. Details of how to clean the machine thoroughly are given in Chapter 6.
- Do not place the machine on an unstable stand or table. The machine may fall, causing serious damage or injury.

To avoid personal injury and damage to the machine, it should always be lifted by mechanical means.

- Do not allow anything to rest on the mains lead. Do not relocate the machine where anyone will walk on the lead.
- Operate the machine only with the forms properly loaded in the in-feed tray and the out-feed tray/conveyor initially empty.
- Keep hands clear of the in-feed and out-feed areas when the machine is running.

Except as explained elsewhere in this operator manual, do not attempt to service the machine. Doing so may expose you to dangerous voltages or other risks. Do not remove the protective side covers from the machine. Refer servicing to qualified service personnel. Only trained, authorised service personnel should remove the protective side covers - and then only for servicing purposes.

Power requirements

The machine must be operated from the type of power source indicated on the voltage setting label (see Figure 3). If you are unsure of the type of power available, consult your Pressure Seal representative or local power company.

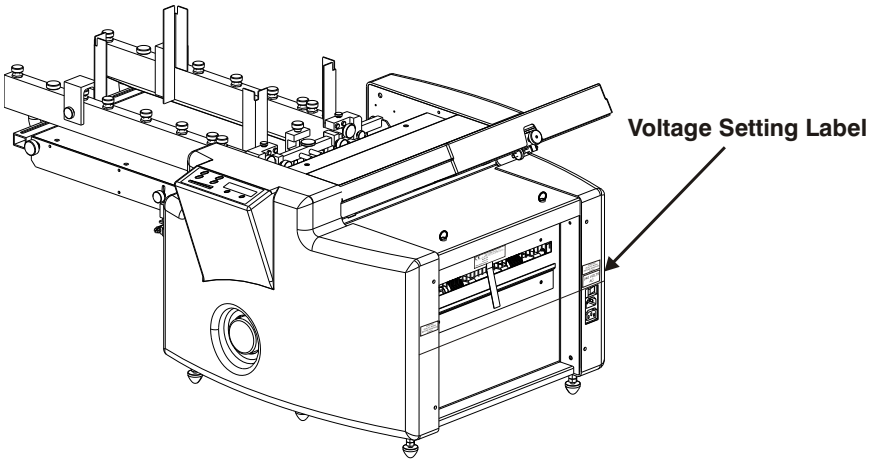


Figure 3: *Voltage Setting Label Location*

If the machine is damaged

Unplug the machine from the wall outlet and refer servicing to qualified personnel under the following conditions:

- ❑ If the mains lead is damaged or frayed
- ❑ If liquid has been spilled into the machine
- ❑ If the machine has been exposed to rain or water
- ❑ If the machine has been dropped or damaged
- ❑ If the machine does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage.
- ❑ If the machine exhibits a distinct change in performance, indicating a need for a service

2. Features

General

This section guides you through the features of the folder/sealer. The component names introduced in this section are used throughout this manual.

Please refer to Figure 4 below as you read about the features of the machine.

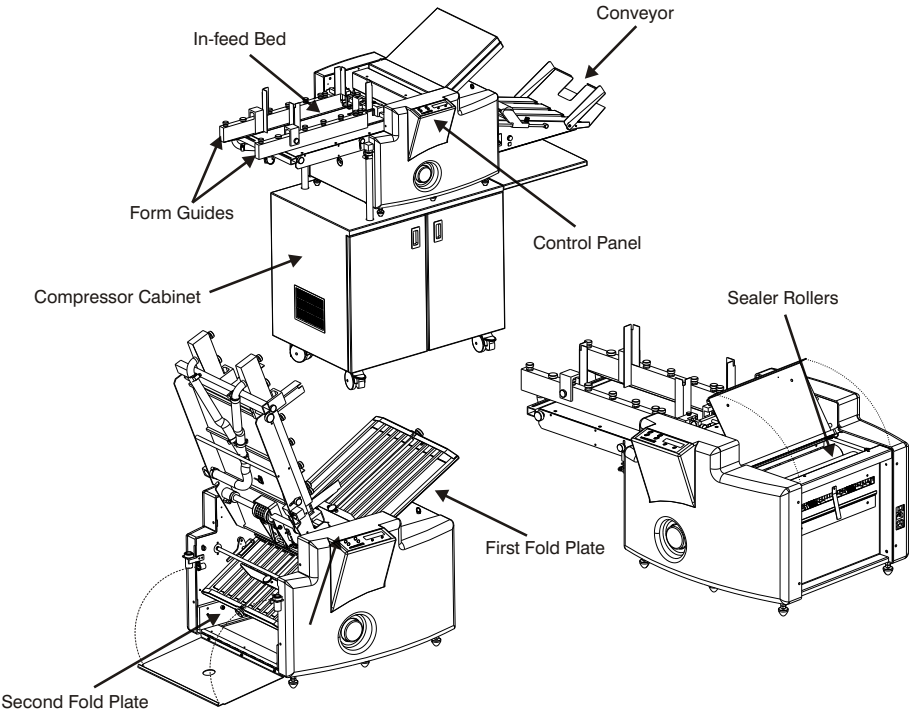


Figure 4: *Features of the machine*

Folder components

Form feeder

The forms are stacked between the form feed arms of the In-feed bed. Using positive air pressure to support the main body of the forms, the leading edge of the bottom form is sucked on to the feed roll, providing reliable single-sheet form feeding into the folding area.

Folding plates

These provide for simple "V" (centre or half) folds, "Z" (zigzag) folds or "C" (letter) folds. The plates are adjustable to accommodate various form lengths.

Folding rollers

The folding rollers work in conjunction with the folding plates to produce folds. The rollers feed the form into and out of the folding plates. The top roller is removable, which aids recovery of mishandled forms (see page 32).

Operator controls

LCD display

The forms counter on the LCD display indicates the number of forms in the current run (since it was last reset) and is zeroed by pressing the reset button (see Figure 5).

There is an additional counter located inside the machine indicating the cumulative total. ***This can only be accessed by a service engineer.***

The LCD display also indicates any error messages (see page 31) and the machine's current status e.g. Ready, Running, software version, etc.

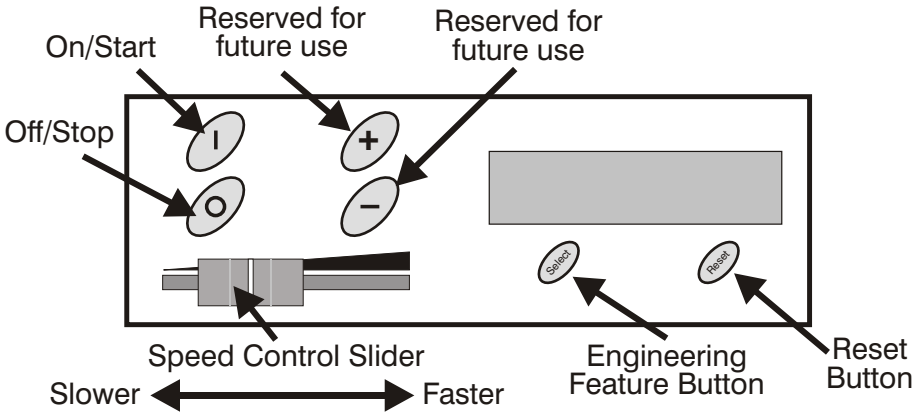


Figure 5: *Operator controls*

On/Start Button

The On/Start button switches the machine on and also performs the following:

- Momentarily pressing the run switch processes one form.
- Pressing and holding the run switch for two seconds starts the continuous processing of all the forms

Off/Stop button

Pressing the Off/Stop button stops the machine after the form currently being fed is processed. You can stop the machine at any time while forms are processing.

+ button ( )

Reserved for future use.

– button ( )

Reserved for future use.

Reset button

When the Reset button is pressed with the Select button held down, the forms counter on the LCD display is set to zero.

Select button

This is an engineering function button and ***should not*** be used by operators.

Speed control slider

This slider controls the speed at which forms are processed by the machine. Moving the slider to the right speeds up form processing. Moving the slider to the left slows down form processing.

Power and safety components

Mains lead

The mains lead supplies electrical power to the machine.

Rear cover

The rear cover is located over the sealer rollers.

Sealing and stacking components

Pressure bolts

These allow you to release the pressure on the sealing rollers for clearing mishandled forms. These bolts can be loosened using the allen key provided (see page 34).

Sealing rollers

The sealing rollers provide the pressure required to tightly seal the edges of the form.

Conveyor

This final component collects the self-mailers and stacks them for easy removal. It is adjustable for different forms.

3. Set-up

Setting up the machine

This section provides instructions for:

- Removing the folding plates
- Setting up the folder
- Setting up the In-feed Bed
- Setting up the conveyor

Follow all the instructions in this section the first time you use the machine and whenever you need to process a different style of form. Refer to the first two topics in this section when you need to access folding and sealing components.

When any work is being carried out on the machine or any adjustments are being made, the machine should be disconnected from the mains.

Removing/fitting the first folding plate

1. Lift the Folding Plate Cover and release the two Locking Arms (see Figure 6).
2. Remove the Folding Plate by sliding it towards the rear of the machine.
3. Fitting the Second Folding Plate is the reversal of the above procedure.

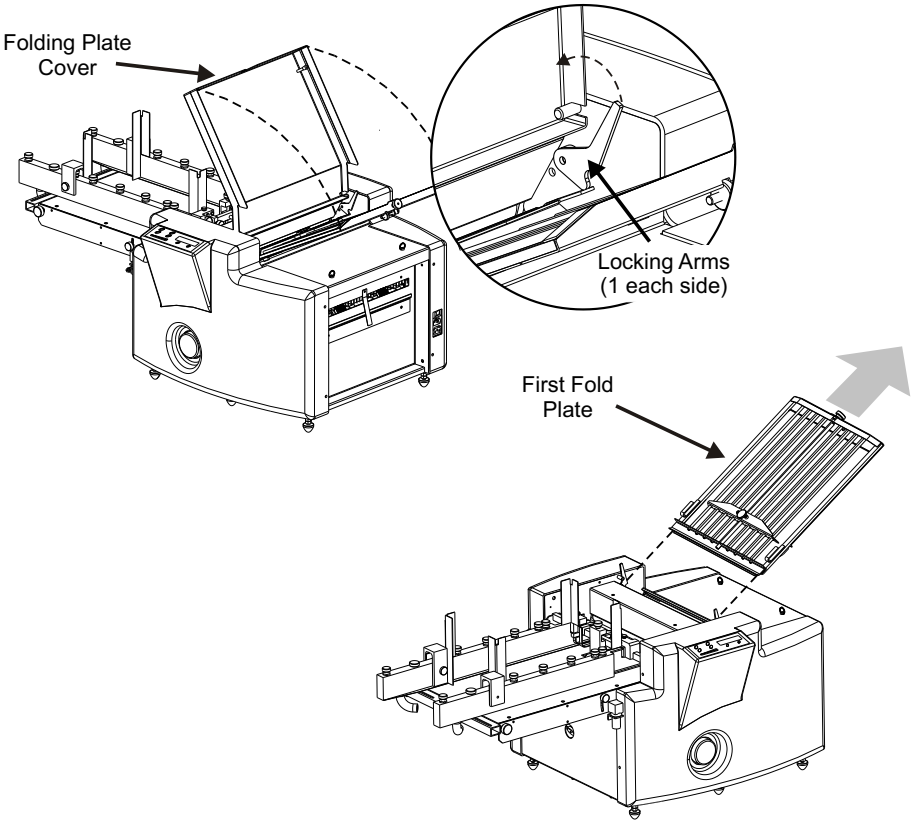


Figure 6: *Removing the first folding plate*

Removing/fitting the second folding plate

1. Lift and remove the Small Top Cover (see Figure 7) then raise the In-Feed Bed, ensuring it is locked into the upright position with the locking arm.

2. Fold down the Front Panel, release the two Locking Arms and then slide the First Folding Plate out of the machine.

3. Fitting the First Folding Plate is the reversal of the above procedure.

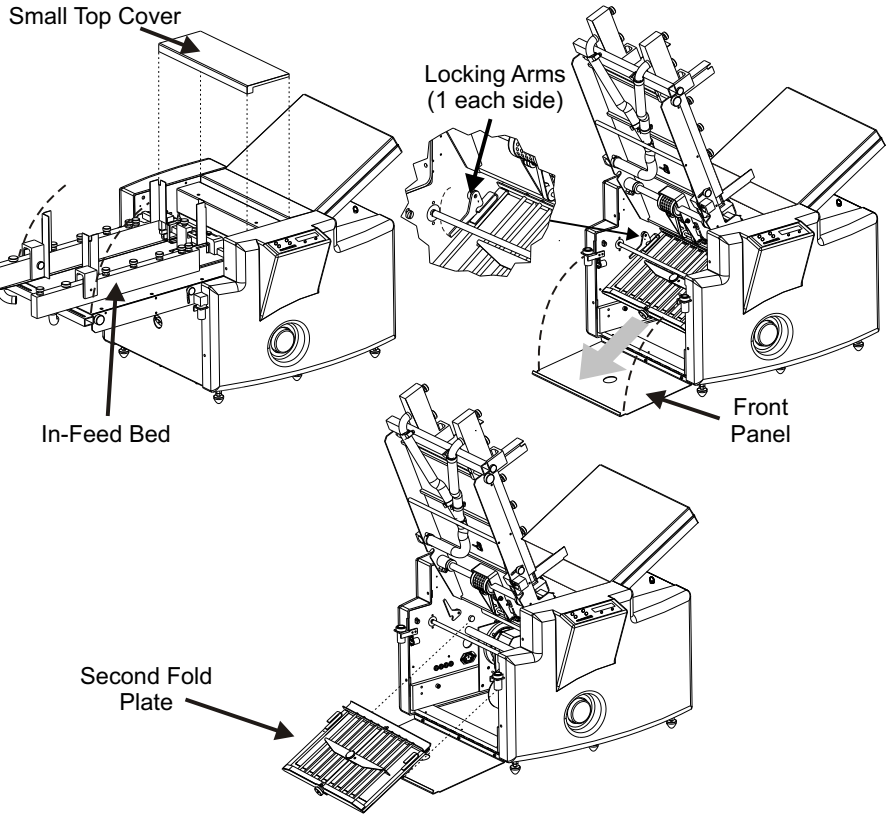


Figure 7: *Removing the second folding plate*

Setting up the folder

Once you've removed the top cover and folding plates (see pages and 15 respectively), setting up the machine's folder is carried out as follows:

Folding plates can be adjusted in situ.

V fold set-up

Refer to Figure 8.

1. Measure the length of the fold required.

2. Fit the Deflector Bar to one fold plate and adjust the form stop for the other to the measurement you determined previously in step 1 as follows:

   Loosen the locking knob at the centre of the form stop.

   Slide the stop along the rods until the stop aligns with the correct settings on the scales. Use the fine adjustment control to make sure the scales on each side of the folding plate show the same settings otherwise the form will not fold squarely.

   Tighten the locking knob.

3. If the new form is a different width from the last form used, refer to '**Adjusting the form guides**' on page 22.

4. Re-install both folding plates.

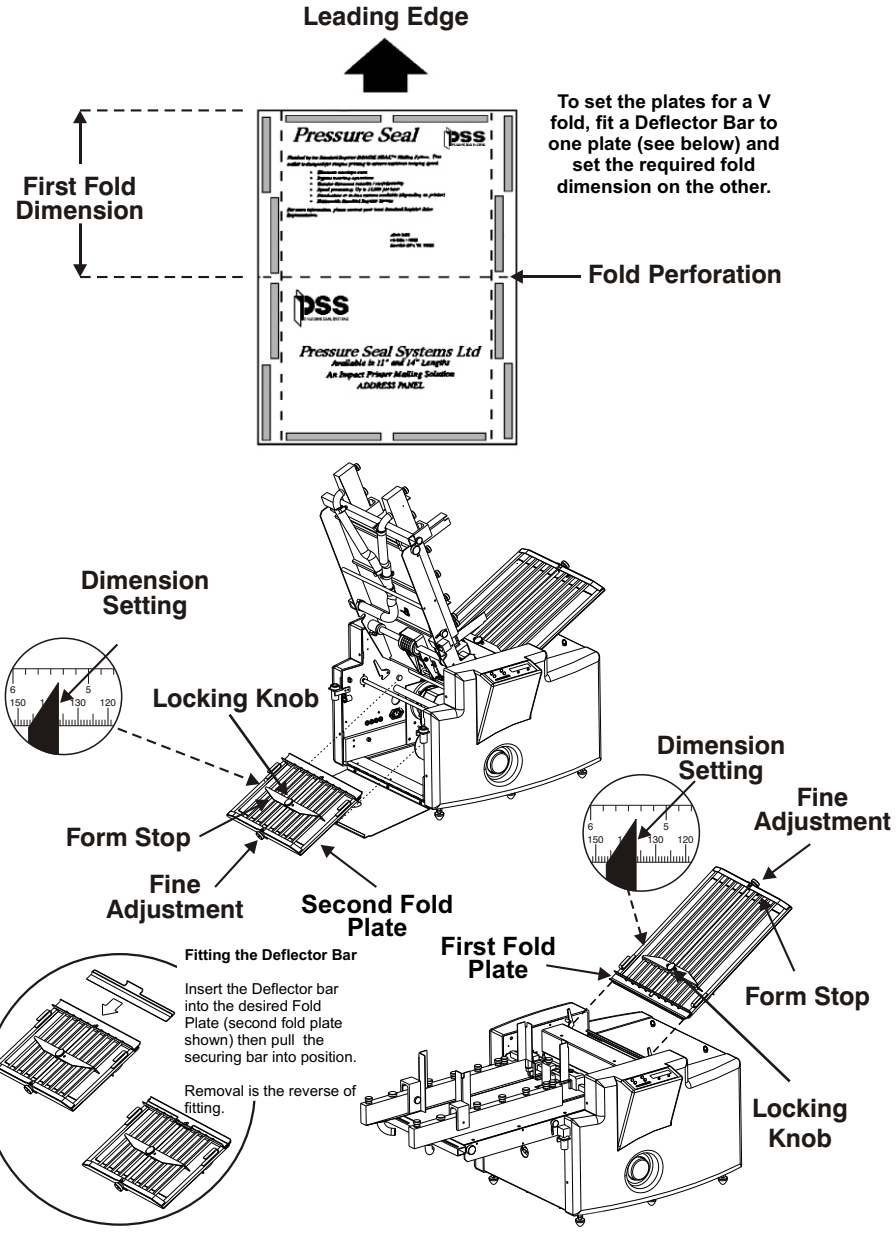

Leading Edge
First Fold Dimension
To set the plates for a V fold, fit a Deflector Bar to one plate (see below) and set the required fold dimension on the other.
Fold Perforation
Pressure Seal
pss
Pressure Seal Systems Ltd
Dimension Setting
Locking Knob
Form Stop
Fine Adjustment
Second Fold Plate
Dimension Setting
Fine Adjustment
First Fold Plate
Form Stop
Locking Knob
Fitting the Deflector Bar
Insert the Deflector bar into the desired Fold Plate (second fold plate shown) then pull the securing bar into position.
Removal is the reverse of fitting.

Figure 8: *V Fold Set-up*

C fold set-up

Refer to Figure 9.

1. Measure the length of the folds required.

2. Adjust the form stop for each folding plate to the measurement you determined previously in step 1 as follows:

   Loosen the locking knob at the centre of the form stop.

   Slide the stop along the rods until the stop aligns with the correct settings on the scales. Use the fine adjustment control to make sure the scales on each side of the folding plate show the same settings otherwise the form will not fold squarely.

   Tighten the locking knob.

3. If the new form is a different width from the last form used, refer to '**Adjusting the form guides**' on page 22.

4. Re-install both folding plates.

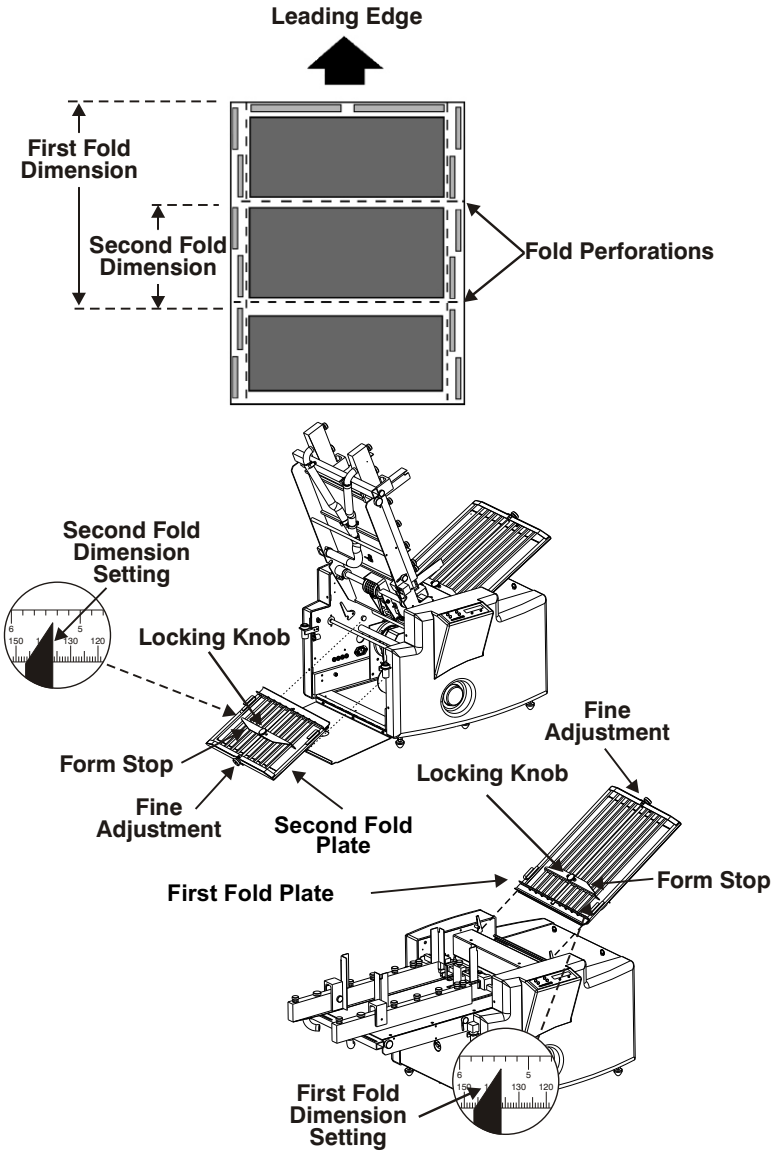


Figure 9: *C Fold Set-up*

Z fold set-up

Refer to Figure 9.

1. Measure the length of the folds required.

2. Adjust the form stop for each folding plate to the measurement you determined previously in step 1 as follows:

   Loosen the locking knob at the centre of the form stop.

   Slide the stop along the rods until the stop aligns with the correct settings on the scales. Use the fine adjustment control to make sure the scales on each side of the folding plate show the same settings otherwise the form will not fold squarely.

   Tighten the locking knob.

3. If the new form is a different width from the last form used, refer to '**Adjusting the form guides**' on page 22.

4. Re-install both folding plates.

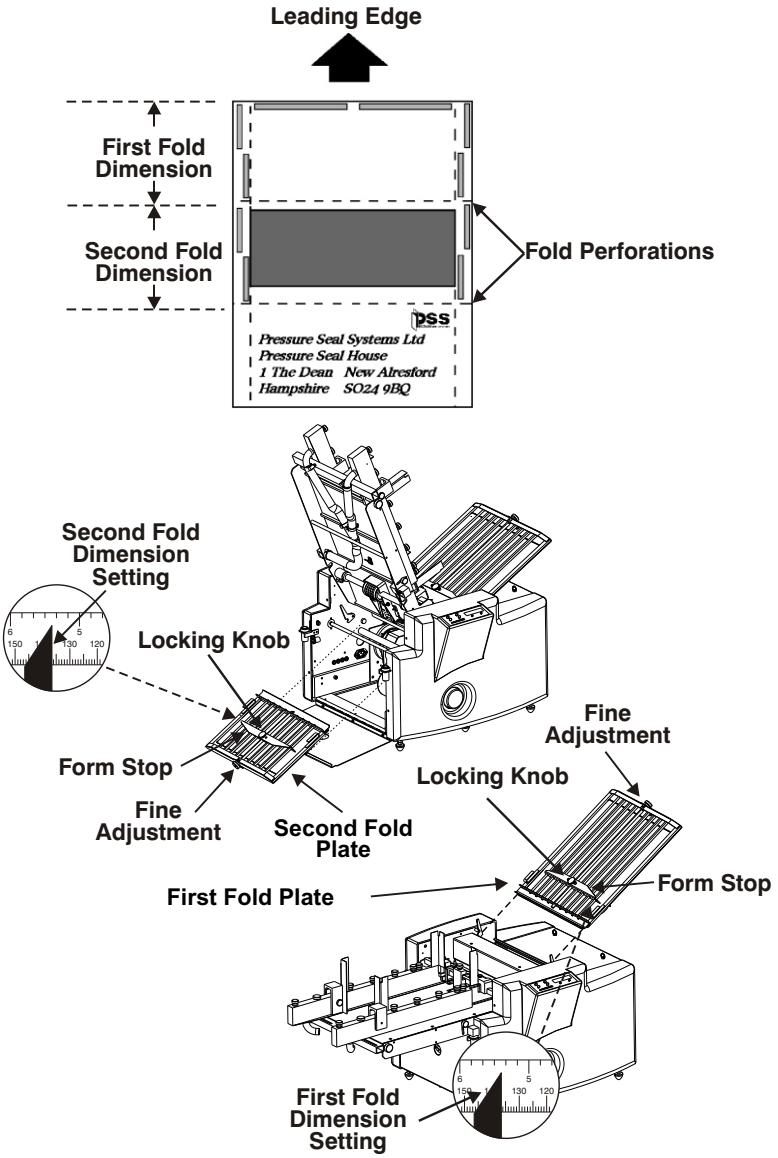


Figure 10: *Z Fold Set-up*

Setting up the In-feed Bed

Set up the in-feed bed as follows:

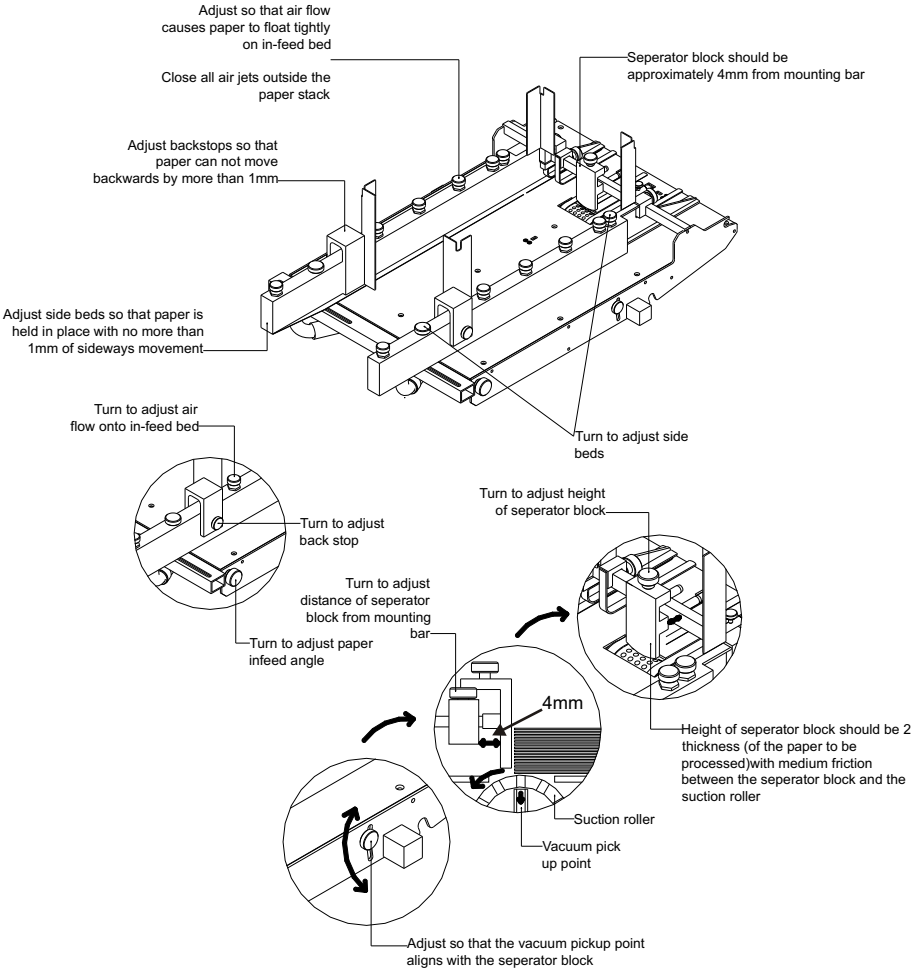

Adjust so that air flow causes paper to float tightly on in-feed bed
Close all air jets outside the paper stack
Seperator block should be approximately 4mm from mounting bar
Adjust backstops so that paper can not move backwards by more than 1mm
Adjust side beds so that paper is held in place with no more than 1mm of sideways movement
Turn to adjust side beds
Turn to adjust air flow onto in-feed bed
Turn to adjust back stop
Turn to adjust paper infeed angle
Turn to adjust height of seperator block
Turn to adjust distance of seperator block from mounting bar
4mm
Height of seperator block should be 2 thickness (of the paper to be processed)with medium friction between the seperator block and the suction roller
Suction roller
Vacuum pick up point
Adjust so that the vacuum pickup point aligns with the seperator block

Figure 11: *Setting up the In-Feed Bed*

Setting up the form conveyor

The form conveyor collects the forms from the out-feed and stacks them (either overlapping or separated) ready for removal. To fit and set-up the conveyor, proceed as follows:

1. Clip the conveyor over the locating lip on the out-feed of the machine, plug it in to the mains output socket (see Figure 12) and turn it on.

2. Loosen the securing screw and adjust the entrapment roller according to the form size (close to out-feed for short forms; further away for larger forms).

3. Adjust the overlap control as required (0 = most overlap; 10 = greatest separation).

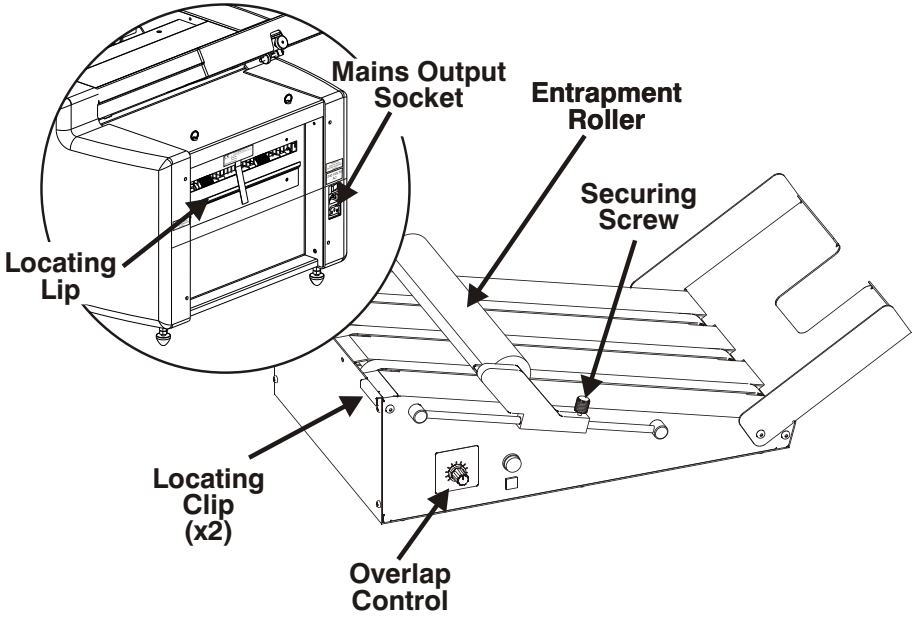


Figure 12: *Conveyor Setup*

4. Operation

General

Operating the machine is a simple three-step process:

1. Verify the machine is set for the fold style required by the forms.
2. Place the forms in the in-feed tray and adjust if necessary (see page 22).
3. Start the machine.

Apart from adjusting the fold plates and clearing mishandled forms, no internal adjustments should be made to the machine. If adjustments are needed, contact an authorised service representative.

This section explains in detail how to:

- Load forms
- Start up and test the machine
- Process forms

Any problems that arise from the operation of the machine are addressed in the next chapter, which includes a troubleshooting guide.

Loading forms

1. When you load forms make sure:

   - There are no mishandled forms in the folder or sealer (no error messages indicated on the LCD display - see Error Conditions on page 31).
   - All rubber and metal rollers are clean and free of foreign matter

2. Fan the stack of forms to make sure they are not sticking together.

3. Align the stack so the forms feed correctly into the machine. Form orientation depends upon form design, the type of fold desired, presence of curl, and how the folding plates are set up.

4. Align the stack of forms so that the ends and sides of the stack are smooth and square.

5. Feed the stack between the form guides and into the machine until the stack meets the guide plate.

6. Make sure the 'Ready' message is shown on the LCD display, indicating the stack is properly loaded on the in-feed tray.

7. Make sure the stack of forms is flat and not bowed due to the form guides being too tight.

Starting up and testing the machine

This procedure describes how to start up and test the machine to make sure it is ready to fold and seal your forms. Always perform this procedure at the start of each form processing session to ensure the best results.

Before you start up and test the machine, make sure all of the following conditions are satisfied:

- The folding plates are adjusted and installed properly for the fold you want.
- The form guides are set correctly to provide enough, but not too much, clearance at the sides of the form stack
- Forms are properly loaded and the Ready message is shown on the LCD display.

Verifying folder settings

1. Momentarily press the On/Start button. The machine processes one form.

2. Check the form for proper fold and seal. Check that the folds are in the proper place.

   - If the first fold is in the wrong place, adjust the first folding plate.
   - If the second fold is in the wrong place, adjust the second folding plate.

   Make certain the first fold is correct before adjusting the second.

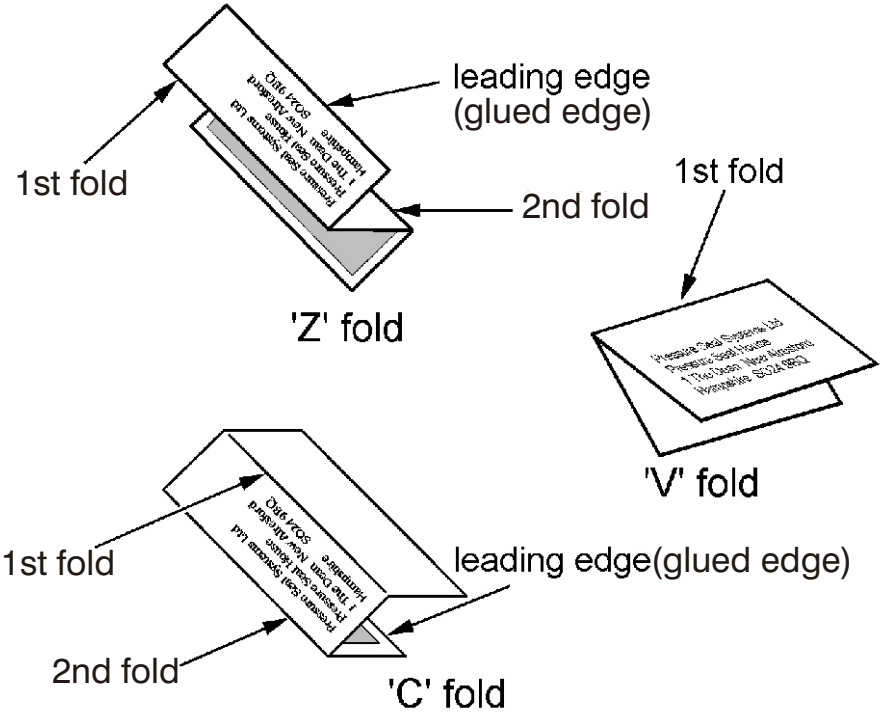


Figure 13: *First and second folds*

Processing forms

Before proceeding, make sure you have started up and tested the machine and that the test form is properly folded and sealed.

1. Press the Reset button to zero the counter (if required).
2. Press and hold the run switch for 2 seconds until the next form is processed.

   The machine processes all the forms loaded, until the in-feed tray is empty.

   The machine stops automatically after the last form is processed. The Empty message is shown on the LCD display, indicating the in-feed tray is empty.
3. Remove the sealed forms from the conveyor.
4. When you have finished using the machine, turn it off at the mains power supply.

Interrupting operation

Press the Off/Stop switch at any time to cease processing.

5. Operation Errors

Error Conditions

In the event of a problem existing that prevents the machine from operating, a suitable error message will be shown on the LCD display as follows:

INFEED JAM: Paper cannot enter the machine correctly. Make sure that the infeed table is set up properly.

JAM IN FOLDER: There are too many forms in the folder. Take out the top fold plate and try to pull any visible forms out or turn the hand wheel. Then try to jog the remaining pieces of paper out.

JAM AFTER FOLDER: Paper has built up between the folder and the sealer. Take out the top fold plate and remove any paper visible between the folder and the sealer. Then try jogging the rest of the paper out. The machine will not jog if there is paper covering the mid-sensor.

JAM IN SEALER: Forms are stuck in the sealer, back the sealer bolts off and try to jog the excess paper out.

SEALER ERROR: There is more than one form under the sealer rollers, which can no longer turn. Back the sealer off by loosening the bolts and then jog the machine by pressing stop and start simultaneously.

JAM AT EXIT: Forms are not exiting the sealer correctly, make sure the conveyor is set up properly and try to jog any excess forms out.

Clearing mishandled forms

Jam in folder

If the 'Jam in folder' error message is displayed, proceed as follows:

1. Switch off the mains power and unplug from the mains and then remove the top cover (see page).
2. Remove the fold plates using the procedure described on page 15.
3. Lift the two snap levers holding the top-folding roller in place, (see Figure) and lift out the top folding roller.
4. Remove the jammed form.
5. Replace the top-folding roller.

   The flat faces on the two end bearings must be held vertically for them to drop into the housing slots. Close the two snap levers to hold the roller in place.

6. Replace the fold plates
7. Replace the top cover and restore the mains power
8. Reload and restart the machine

Jam after folder

If the ‘Jam after folder’ error message is displayed, proceed as follows:

1. Remove all forms from the in-feed tray.

2. Momentarily press the run switch to eject the mishandled form out of the rollers.

   If the form doesn't eject, repeat step 2. It may take several attempts.

   If, after several attempts, the mishandled form doesn't eject, carry out the Pressure bolt release procedure on page 34.

   It may be necessary to stabilise the forms before folding and sealing them. This can be achieved by allowing them to rest in the same room as the machine for an hour or more after printing.

3. When the jammed form is removed from the sealer, check the sealer rollers for any form particles that may have become stuck with adhesive.

Pressure sealer bolt release

The pressure sealer bolts on the machine not only allow you to recover from severe form mishandling situations, they also provide accurate sealing pressure. The pressure on the sealing rollers can be relieved then reset to the original factory setting in the event mishandled forms lodge between the sealing rollers, stopping the machine processing.

1. Unplug the power cord from the wall outlet.

2. Remove the top cover and first folding plate.

3. Using the 8mm allen key provided, turn the four adjustment screws anticlockwise to relieve the sealing roller pressure. (Behind the front panel beneath the in-feed bed.)

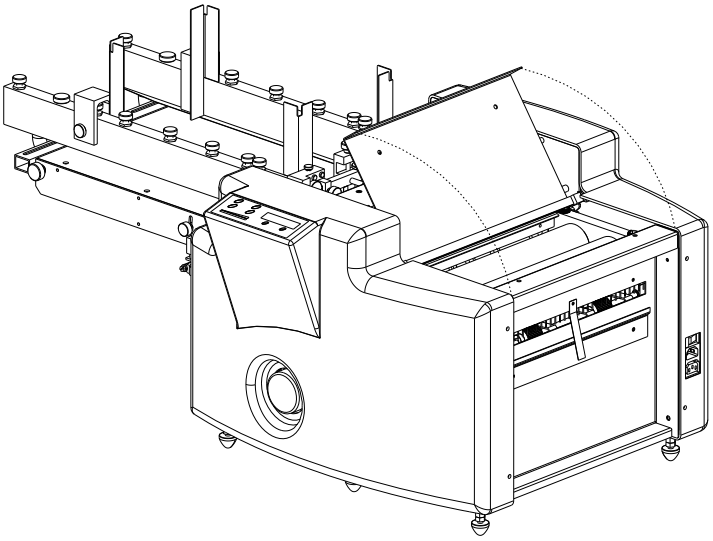


Figure 14: *Relieving the sealing roller pressure*

4. Install the top cover, reconnect the power and switch the machine on.

5. Press and hold the stop button and press start. Folder/sealer jogs mishandled forms out of machine.

6. When you are sure that all mishandled forms have been cleared, unplug the mains lead from the wall outlet.

7. Remove the top cover and tighten each adjustment screw down until you feel a significant increase in resistance. This is a predetermined stop.

   Do not overtighten the adjustment screws! Stop tightening the screws as soon you feel a significant increase in resistance.

8. Install the top cover and power up the machine.

Troubleshooting

The table below lists the possible causes and any corrective actions required for conditions that may occur with your machine. For conditions not covered below, contact your Pressure Seal Systems distributor.

Condition	Possible Cause	Corrective Action
The power-on indicator does not light.	Mains lead not plugged into an AC outlet.	Plug mains lead into an AC outlet.
	Mains plug fuse blown.	Replace fuse. If the replacement fuse blows, contact your Pressure Seal distributor for advice.
	Board fuse blown.	Contact your Pressure Seal distributor for advice.
The machine does not operate when the On/Start button is pressed (power on)	Form misfeed, jam detected: error message displayed.	Clear mishandled forms.
	No forms loaded.	Load forms.
	Board fuse blown.	Contact your Pressure Seal distributor for advice.
Forms are mishandled in the folder or damaged during sealing.	Fold plate form stop(s) adjusted improperly.	Check and adjust the position of the fold plate form stop(s). See page 16.
	Debris in folding plates; folding plates not installed properly; fold plate form stop(s) adjusted improperly.	Remove debris; properly install fold plates; check position of the fold plate form stop(s).

Condition	Possible Cause	Corrective Action
Forms are mishandled in the folder or damaged during sealing.	Dirty folding rollers.	Clean rollers with cleaning solution. See page 39.
	Folding roller adjusted improperly or worn; sealing rollers adjusted improperly.	Contact your Pressure Seal distributor for advice.
Forms not sealing.	Pressure on sealing rollers is relieved.	Reset pressure on the sealing rollers. See page 34.
	Forms in wrong way round.	Replace forms correctly.
	Forms have been incorrectly stored, or are older than their shelf life (one year).	Use fresh forms.
	Fold plate form stop(s) adjusted improperly causing poor registration of adhesive strips.	Check and adjust position of the fold plate form stop(s). See page 16.
	Sealing rollers adjusted improperly.	Contact your Pressure Seal distributor for advice.
Forms are misfeeding.	In-feed tray form guides are set too tight or too loose.	Set the guides so there is just enough clearance to allow the form to move freely between the guides.
	Debris in folding plates; folding plates not installed properly; fold plate form stop(s) adjusted improperly.	Remove debris; properly install folding plates; check and adjust the position of the fold plate form stop(s).
	Separator block not set up correctly.	Contact your Pressure Seal distributor for advice.
	Vacuum not set up properly.	See page 22.

Condition	Possible Cause	Corrective Action
Forms are wrinkled or badly folded.	Forms not feeding squarely against form stop(s).	Adjust the form stop(s) to squarely deflect the forms; ensure the stop setting is identical on both scales. See page 16.
	Dirty folding rollers.	Clean folding rollers.
	Fold plate form stop(s) adjusted improperly.	Check and adjust the position of the fold plate form stop(s). See page 16.
	Folding rollers adjusted improperly or worn; sealing rollers adjusted improperly.	Contact your Pressure Seal distributor for advice.
Two or more forms are feeding into the folder together.	Forms in stack are sticking together.	Fan form stack and reload forms.
	Poor air flow on feed bed.	See page 22.
	Separator block not set up.	See page 22.

6. Cleaning the machine

Cleaning procedure

The machine's folding and sealing mechanisms should be cleaned in the following manner:

To avoid leaving finger-marks on the machine's internal rollers, it is recommended that disposable gloves are worn during cleaning. People susceptible to dust allergies may be more comfortable wearing a protective mask.

1. Be sure that the room is well ventilated.
2. Switch off the mains power and unplug or disconnect from the mains.
3. Remove the first fold plate.
4. Remove the second fold plate.
5. Remove as much paper dust as possible using a soft brush. Try to avoid letting the dust drift down into the lower machinery.

   If compressed air is used to clear the paper dust, use only a recommended cleaning kit (part number 70-0019-00).

6. Moisten a clean, lint-free cloth with the cleaning solution.

   Avoid breathing the fumes or getting the solution in an open wound or other sensitive areas such as the eyes or mouth. Read the label on the container carefully before use.

7. Wipe clean the surface of all the folding and sealing rollers using the moistened cloth. It will be necessary to rotate each roller, taking care not to let anything get caught between them. A moderate amount of effort may be required to turn the sealing rollers. Wipe off any fingerprints from the rollers as they are turned.

8. Replace the first and second fold plates.

9. Restore the mains power.

7. Specifications

Folder/Sealer Specifications

Construction

Formed sheet metal steel side frames with ABS shell

Sealer

Integral four-roller system

Size

1150mm(L) x 630mm(W) x 1250mm(H)
(excluding output tray of 115mm)

Weight

222kg

Power

110/230 V AC ±10% 50/60 Hz
10.35 Amps running current
Numa 6 power lead (USA only)
Schuko power lead (Europe)

Speed

Up to 18,000 forms per hour (A4 Z fold)

Environment

Operating	10° - 40° C 5% - 50% humidity
Non-operating	5° - 50° C 5% - 80% humidity

Feeder Capacity

500 sheets, bottom feed

Noise

85dB

Form Specification

Sizes

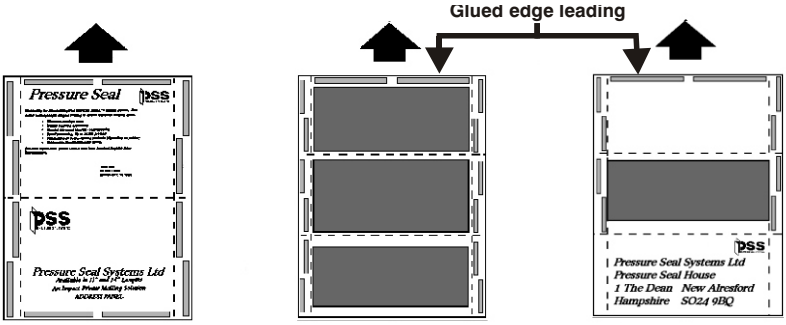
203mm to 420mm long x up to 300mm wide
Cut-sheet

Fold Configuration

Z, V and C folds

Appendix A - Form Loading Guide

Many variables must be considered when setting up the folder/sealer, and loading forms for processing. These include the form design, type of fold and how the folded/sealed forms should be orientated when they reach the conveyor.



'V' fold
(centre fold)

'C' fold
(letter fold)

'Z' fold
(zigzag fold)

Settings	Settings	Settings
First folding plate: Half of the form length.	**First folding plate:** Two thirds of the form length.	**First folding plate:** One third of the form length.
Second folding plate: Fit deflector plate.	**Second folding plate:** One third of the form length.	**Second folding plate:** One third of the form length.
Feeding problems: Rotate form 180 degrees.	**Feeding problems:** Print backside of form first.	**Feeding problems:** Flip form, then rotate 180 degrees.

Appendix B - Form Curl

Many variables must be considered when setting up the folder/sealer, and loading forms for processing. These include the form design, type of fold, condition of forms (if they are curled or not), and how the folded/sealed forms should be orientated when they reach the conveyor.

Figure 15 shows acceptable (flat or curl down), and unacceptable (curl up) curl conditions. In some cases, forms that are curled up can be processed by loading them differently.

GOOD (flat) | OKAY (curl up) | NO GOOD (curl down)

Figure 15 *Curled Documents*

If curled down paper is to be used for a C fold, turn the paper over so it curls up. Change the deflector bar to the alternate fold plate and set up the fold dimension on the original plate.

Service Visit Log

Serial number:

Date	Work done and comments	Engineer's signature	Customer's signature

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